

INVESTMENT OFFICER

Class Definition

Under general direction, plans, organizes and directs investment program activities within the Retirement Office.

Distinguishing Characteristics

Investment Officer is a single-position class assigned to the Retirement Office. Reporting to the Retirement Administrator, the incumbent directs investment activities of the Investment section, including analysis of investment performance and planning of investment strategies. The incumbent exercises considerable independent judgement relating to the formulation, evaluation and implementation of investment policies, guidelines, asset allocation, risk management and re-balancing. Investment Officer is distinguished from Retirement Administrator in that the incumbent of the latter has overall administrative responsibility for the Retirement Office.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Develops guidelines and objectives for the investment program, including analyzing and monitoring performance of the contract managers.

Evaluates investment market conditions and economic trends; maintains level of funds during transfer periods between contract managers.

Reviews actuarial valuations and reports prior to submission to the Retirement Administrator.

Coordinates investment activities with the benefits section.

May attend and make presentations to the Retirement Board.

Reviews new legislation as it affects investment and accounting procedures of public retirement systems.

Acts for the Retirement Administrator during absences.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of investment management practices and procedures.

Knowledge of portfolio construction and management.

Knowledge of pension policy development, including use of outside investment managers and consultants.

Knowledge of software programs applicable to the tracking of financial data in evaluating investment managers and portfolios and resources in analyzing securities and market trends.

Ability to evaluate external investment manager's and consultant's performance.

Ability to plan, assign and coordinate the work of assigned staff.

Ability to establish and maintain effective working relationships with staff, retirement board, city officials and the public.

Ability to prepare concise and meaningful financial and statistical reports, and make recommendations.

Ability to communicate effectively, both orally and in writing.

Minimum Qualifications

Graduation from an accredited four-year college or university with major course work in economics, finance, business administration or a related field; and two years of experience in investment grade portfolio management in the financial services industry.

Special Requirements

Certification as a Chartered Financial Advisor (CFA) is desirable.

Possession of a valid California Driver's License may be required.

APPROVED: _____
Director

DATE: _____